PROFESSIONAL SERVICES

Agency determines need for PROFESSIONAL SERVICES

Is it defined in:

- 1- HRS 103D-104?
- 2- HRS 464
- 3- PC 2002-07-U.S.
 Office Of Personnel
 Management List

464, HRS
Design
Professionals- Prof.
Engineers,
Architects,
Surveyors,
Landscape
Architects

- 1- HRS 103D-304
- 2- HRS 103D-307

HRS 103D-104/PC 2002-07 (other than 464, HRS)

- 1- 103D-304, HRS
- 2- CSB
- 3- CSP
- 4- Small Purchase
- 5- Sole Source
- 6- Emergency

HRS 103D-304 Process

Place Annual or as Receive Expressions **HOPA** appoints needed legal notice for of interests and **Review Committee Professional Service** professional services statement of to evaluate is required/needed on PNS. Should be qualifications Expressions of posted for 30 calendar Notice of Award Interest and days issued to vendor Statement of Qualifications to create a prequalified list HOPA appoints an **HOPA** begins EC evaluates EC submits 3 top negotiations with 1st **Evaluation Committee** submittals of ranked contractors (EC). EC determines ranked contractor to contractors on prewith summary of evaluation criteria reach agreement for a qualified list and qualifications to ranks 3 top contract **HOPA** contractors If HOPA unable to Post award data HOPA may request onto SPO website if negotiate a HOPA awards a additional contractors \$5,000 or more successful contract, contract to successful from EC if HOPA **HOPA** terminates within seven (7) contractor unable to negotiate a negotiations and days contract with 3 top begins process with ranked contractors 2nd ranked and repeat if necessary with 3rd ranked if negotiations fail with 2nd ranked